

Rec. Mgmt 1-3-3  
ARO Meeting

TO : ARO's

16 January 1959

FROM : Chief, Records Management Staff

SUBJECT: Management Staff Lecture

1. As part of its internal training program the Management Staff periodically schedules group training sessions on subjects of common interest. Our next session will be held 23 January 1959 at 2:30 P. M. in Room 117 Central Building.

2. The program will center around the theme "New Developments in Records Management." Dr. Angel, Assistant Archivist of the United States for Records Management, will speak on the use of workshops as a tool for training records managers. The balance of the program will cover an appraisal of the techniques used to install the Agency subject-numeric filing system throughout ORR.

3. I would like to have you join our group next Friday. Please let one of my staff know by phone whether or not you plan to attend.

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See Reverse

CIA INTERNAL USE ONLY

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1/20/59

*all members to attend!*

*Please indicate if they will.*

*Will attend.*

STAT

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*FMB = all going*

The following ARO's and representatives  
also attended:

STAT

COMPTROLLER

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COMMO

"

FDD

SECURITY

PIC

others - RI DIVISION

2 others GENERAL COUNSEL

OO/CONTACT

CABLE SECRETARIAT

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